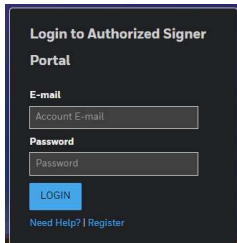


Purpose

Learn the Process to submit Movement Area Driver Access.

URL login

▶ <https://ebadge.houstonairportsystem.net/>



Login to Authorized Signer Portal

E-mail
Account E-mail

Password
Password

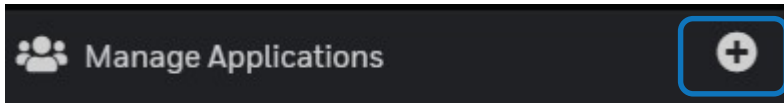
LOGIN

[Need Help?](#) | [Register](#)

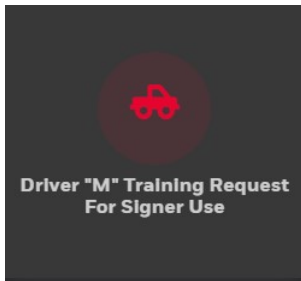
START

▶ Click the **Manage Applications** icon. 

Click the **PLUS SIGN** to start a new application.



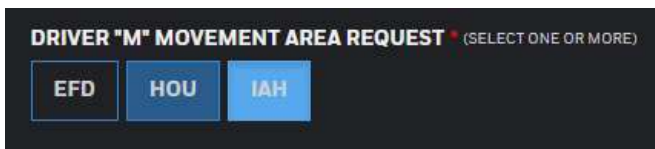
Click **"M" Training Request**



1

Submit Training Request

▶ Select the airport for Movement Area Access. Click NEXT.



DRIVER "M" MOVEMENT AREA REQUEST (SELECT ONE OR MORE)

EFD HOU IAH


2
Operations
review

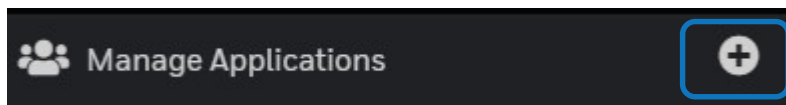
- ▶ Operations will review and will contact the Authorized Signer to request the Applicant complete the training.

3
Complete
training

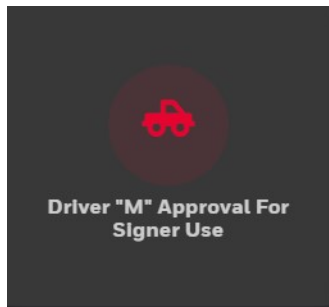
- ▶ Applicant will complete the training in the Training System (no change).

4
Submit
Approval
Request

- ▶ Upon completion of the training:
Click the Manage Applications icon. 
Click the PLUS SIGN to start a new application.

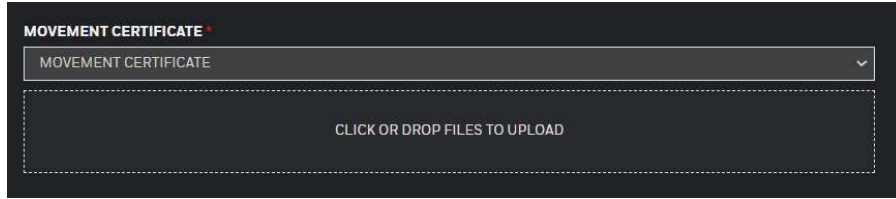


Click "M" Approval Request



5
Attach training certificate

▶ Attach the training certificate



George Bush Intercontinental Airport
 Interactive Employee Training Memo of Completion

Date : 03/09/2021

Course : Movement Area Driver Training

Student : SMITH, JANE

BadgeNumber : I1234567

Employer : IAH

This document certifies that the person named above succ

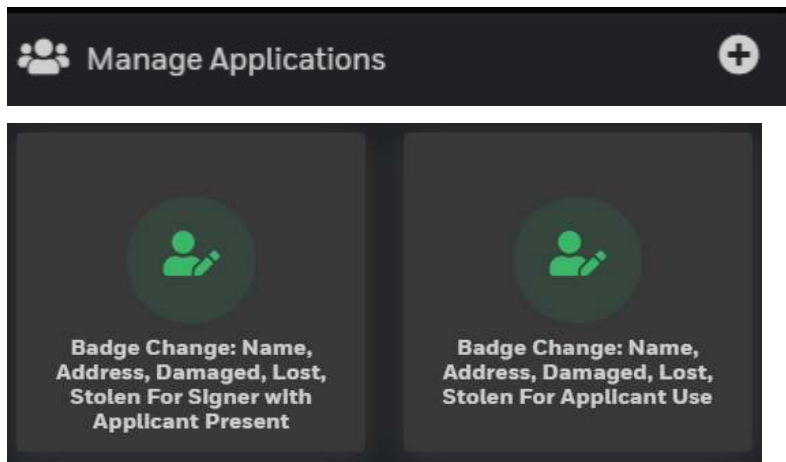
6
Operations approval

The HAS Operations Team will review, confirm, and they will update the badging system with the approval.

7
Submit change application

▶ Click the **PLUS SIGN** to start a new change application.

An HAS Badge Change Application is required for the new badge with the “M” seal. Follow instructions in guide 203.



8

**Badge
issuance**



Make an appointment (IAH Applicants Only)

Send your Applicant to the badging office to be processed for the new badge with the “M” seal.

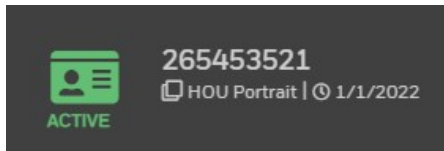
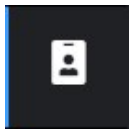
9

**Badge
issuance**



Applicant visits the Badging Office for badge issuance.

View the issued card on the **Badgeholders** page



Process Complete!